



Foreign Affairs Manual

4 FAH-2 – Disbursing Officer Handbook

Change Transmittal: DOH-22

Date: May 23, 2006

4 FAH-2 H-130 DEFINITIONS

Changes

1. The new 4 FAH-2 H-130 is a major rewrite which replaces the previous 4 FAH-2 H-130. Since over one-half of the content has been revised, changes since the last revision are not shown in *italic* and *dark magenta*.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in the current age of electronic information transmission. The change letters continue to be sequentially numbered.
3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 4 FAH-2 H-130 (TL:DOH-2, 04-29-2003, 12 pages). Insert the new 4 FAH-2 H-130 (CT:DOH-22, 05-23-2006, 7 pages).
2. After posting the new 4 FAH-2 H-130 in its binder, fill in the entry line for DOH-22 on the 4 FAH-2 change transmittal checklist and initial. Insert this transmittal letter immediately following the CT checklist.

Distribution Notice

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(RM/FPRA/FPMC)